

ILLEGIB

Approved For Release 2005/11/21 : CIA-RDP70-00211R000800240008-8

*Refile  
One side*

27 Jan 1961

Memo To File.

STAT

STAT

The attached was sent to [redacted]  
[redacted] Chief, Reference Board, Map Library  
on this date.

STAT

Upon completion of the [redacted] request  
[redacted] will forward to me for completion  
as to color delivery date, etc. [redacted]  
will also determine in the meantime  
whether or not ORR can pay for these  
items.

STAT

This installation is to be made in the  
new building and not in the current  
Office Space.

STAT

There is considerable work to be done to the  
files from a indexing and folder conversion  
point of view. It was pointed out to me  
[redacted] that shelving would be totally

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unsuccessful unless this were done first.

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was offend, she prepared however to  
begin on their own and

SUMMARY SHEET

ORR/Wash And/Map Lib Div. Ref. Br.

TYPE OF MATERIAL

1. CIA Sample Map Folders (1 Copy of each CIA published map)
2. Map Supplements (Texts that accompany maps)
3. Series Folders indicating holdings of Map Series Sheets in Map Collection

EQUIPMENT

4	4 dr. Safes	25 cu. ft.
4	5 dr. Legal Cabinets	30 cu. ft.
5	5 dr. Letter Cabinets	25 cu. ft.
<u>12</u>	4 dr. Letter Cabinets	<u>90 cu. ft.</u>
		170 cu. ft.

VOLUME OF MATERIAL

Cabinet Capacity	170 Lin. Ft.
Currently On Hand	150 Lin. Ft.
Shelving Capacity	204 Lin. Ft.

FLOOR SPACE COMPARISONS

Present Cabinets	95 Sq. Ft.
Shelving	36 Sq. Ft.

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DISASSEMBLED ADD-A-SHELF UNIT

7 SHELVES HIGH = 80"

SHELVES  
16" DEEP  
34" WIDE  
11" HIGH  
3" DEEP

CAPACITY 204 LBS.  
PRESENT WEIGHT 170 LBS.

ORR MAP LIBRARY DIVISION  
REFERENCE BRANCH

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Shelving - Add-A-Shelf - Legal Size

<u>DIEBOLD NO.</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>PR. EA.</u>	<u>TOTAL</u>
86-16	Basic Open Shelf File Unit with Recessing Drop-Front Door/W Label Holders	84	14.95	\$1,255.80
86-17	Cap	12	1.70	20.40
86-19	Base (3" with Levelizing Screws)	12	9.20	110.40
86-31	Adjustable Divider	420	.26	109.20
86-27	Portable Work Shelf for Legal Units With Doors	4	3.15	12.60
Guides	Legal Size, 14 3/4 wide X 9" high exclusive of Tab. Tab Extension from body of guide 1 1/8" allowing full 1" insert and making overall width 15 7/8". Guides to be 25 ft. Gray pressboard and furnished with two inserts each. Guides are to be used with shelf units described above with Doors.	252	19.25 Per C 48.13	
			TOTAL	\$1,556.53

Less 15% Discount

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FOR: ORR - Map Library/Reference Branch

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>PRICE</u>
1.	Step Ladder, Mounted On Wheels. Model SS-20 Width 21" Length 18 3/4" Top Step Height 18" Overall Height 22 3/4"	1	\$ 50.

Source of Supply: Cramer Posture Chair Co.

Thru: G. S. Ginn & Co.

919 E St., N.W.

Washington, D. C.